

14 May 94

MEMORANDUM FOR ALL HUMAN RESOURCES OFFICES AND CHIEFS OF
LOGISTICS MANAGEMENTSUBJECT: Implementing Instructions for Logistics Management
Officers

1. Determining the appropriate series of Chiefs of Logistics Management has been an issue with both CPEA and PERSCOM for several years. This headquarters has been working closely with PERSCOM to bring this issue to conclusion. PERSCOM has completed its review of the Corps' logistics program and has concluded that:

a. Logistics management work as covered by the GS-346 series exists in the Corps of Engineers when it involves directing, developing, or performing logistics operations to support a specified Corps mission. Corps missions may include military construction, civil works projects, recreation facilities, environmental protection, and/or disaster relief. Logistical functions such as supply management, maintenance management, transportation management, facilities management, etc., that are in direct support of the aforementioned mission areas are appropriate for classification in the GS-346 series.

b. Logistical operations such as supply management, transportation management, facilities management, etc., that are directed, performed, or coordinated in support of an office environment do not meet the intent of the GS-346 series. As specified on page 8 of the GS-346 classification standard (TS-78, Jan 87), activities engaged in obtaining office supplies, procuring office equipment and services, arranging travel, managing an administrative motor pool or similar functions are excluded from the GS-346 series.

2. PERSCOM found that while there is GS-346 work to be performed in support of specific Corps missions, administrative services work is also inherent in the logistics operations. It is PERSCOM's position that, where administrative services work is inherently included in logistics operations, job descriptions should be written to distinguish between the duties that are mission support and those that are work supporting and percentages assigned to each of the duties accordingly.

CEHR-E/CELD-MS

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3. A model job description and evaluation statement are provided for your use (encl 1) that are appropriate for Logistics Management Offices that are subdivided into branches. Paragraph 3 and factor level descriptions will need to be modified as appropriate for LMO'S that are not subdivided or that are subdivided into branches and sections. It is not anticipated that significant changes will need to be made to paragraphs 1 and 2 as these represent the functions assigned to all LMO Chiefs. Time percentages will vary depending on the LMO's mission support workload. It is anticipated that all LMO Chiefs will be classified in the GS-346 series and titled Logistics Management Officers. If there are any district positions identified that do not have mission support duties to be performed, this headquarters should be advised prior to final classification. To avoid future classification issues regarding the application of the Logistics Management Series, it is critical that Commanders assure that the GS-346 duties be assigned and performed, and the incumbents held accountable for executing the logistics programs.

4. Also provided for your information and use is a Logistics Management Chief GSSG Reference Table (encl 2). This table identifies the point ranges possible for LMO Chiefs depending on whether the position has no subordinate elements (1st level), has subordinate branches (2nd level), or has subordinate branches and sections (3rd level).

5. Points of contact for this action are Millie Edwards (CEHR-E), 202-272-1798, or Ray Urena (CELD-MS), 202-272-1618.

FOR THE COMMANDER:

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